



FAMILY HANDBOOK



2023-2024

SAINT JOSEPH SCHOOL

991 Pilgrim Way, Green Bay, Wisconsin 54304

Saint Joseph School Inc.

MISSION STATEMENT

Our purpose at Saint Joseph School Inc. is to educate children in the ways of Christ through Catholic based curriculum and prepare them academically and spiritually for success in life.

ORGANIZATION OF SAINT JOSEPH SCHOOL INC. 2023-2024

Board of Directors:

Gregg Slusarek	President
Bob Le Mieux, Sr.	Vice President
To Be Determined	Treasurer
Dionne VanIten	Secretary
Lori Rabas	Member at Large

Faculty and Staff Email: first initial last name @saintjosephschoolinc.com

Principal	Pamela Otto
Pre-Kindergarten	Theresa Hirte, Itzya Leon
4K	Elizabeth Haen
Kindergarten	Makayla Alexander
Grade 1	Katie Holstead
Grade 2 / 3	Donna Zagorski
Grade 4 / 5	Morgan Falkenberg
Grade 6	Nick Johnson
Grade 7	Alyssa Eickert
Grade 8	Keith Krause
Physical Education	John Geigel
Music	Alisa Roberts
Art	Nancy Siefert
Spanish	Maria Pilar Bayer & Itzya Leon
Secretary	Julie McAllister
Cafeteria Cook	Staci Reich
Athletic Director	Morris Strain
Custodian	Barb VandeHei

Saint Joseph School Inc.

DAILY SCHEDULE

7:40	Drop off
7:50	School day begins with prayer and Pledge of Allegiance
11:30	Pre-kindergarten dismissal (for part time AM students)
11:30-12:20	Lunch & Recess
12:20	Afternoon classes begin
2:50	Daily school dismissal

ARRIVAL AND DISMISSAL

- Arrival:** Students should not arrive at school before 7:40, when supervision begins.
- Dismissal:** Students will leave school at 2:50, supervision will be provided until all students are picked up. If students remain at 3:00PM, they will return to the afterschool care and parents will be charged a drop-in fee.

AFTER SCHOOL PROGRAM

After School care is available at St. Joseph School from 2:50-5:30PM on all full school days when school is in session. After School care is not available on partial days or vacation days. The cost of the program is \$10.00 per child per day. (\$15.00 drop-in fee)

CELEBRATIONS AND INVITATIONS

Parties for special occasions will be scheduled through the administrator/teacher. Parent/guardian volunteers will be asked to participate in these parties. Nutritious snacks, such as fruit or crackers, are encouraged whenever treats are sent to school.

To avoid hurt feelings, students/parents/guardians are not permitted to distribute invitations at school for parties or social gatherings outside of school time unless the entire class is invited.

FAMILY ENVELOPE

Good communication between school and home will strengthen the student's progress. A family envelope will be sent home weekly with the youngest student in the family. The envelope will contain important school information, community announcements and other activities. All family envelope enclosures must be approved by the administrator the week preceding when it needs to be sent.

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FINANCIAL ASSISTANCE

Tuition assistance is available. Applications are available through the school office.

FIRST AID

Minor first aid will be administered only by a member of the faculty or staff when needed. In the event a student becomes seriously injured, the office will notify the parent/guardian or designated person. Medical emergency personnel will be called if necessary. Any medical costs will be the family's responsibility.

FUND-RAISING

Fund-raising will be an important part of a successful school. All funds raised will go to benefit the students throughout the school year. Funds will be used for: supplies, textbooks, office expenses, etc.

GRADUATION

Graduation is a recognition ceremony for eighth grade students celebrating the successful completion of eighth grade. An eighth-grade student is awarded a diploma if the student has satisfied all academic requirements and completed the prescribed course of study.

Diploma/Attendance Policy

The student who graduates from Saint Joseph School Inc. will receive either a diploma or a certificate of attendance depending on his/her grade point average. To receive a diploma the student must have passed each grade (1-8). A student in grades six through eight must earn a minimum 2.0 GPA or work at his/her potential throughout the years as determined by the appropriate teacher(s) and administrator. Students absent for more than 1/5 of the 180 school days (36 days) may be considered for non-promotion depending on: reason for absences, student ability from test scores, report card grades, teacher(s) and administrator recommendations. If the student does not obtain a 2.0 GPA or work to determined potential, the student will receive a certificate of attendance. The certificate of attendance indicates that he/she has attended Saint Joseph School Inc but has not completed the requirements needed to graduate and receive a diploma.

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LOST AND FOUND ITEMS

The school is not responsible for lost or stolen items. Students are discouraged from bringing high monetary valued items to school. Clothing items should be labeled with the student's name. Found items will be placed in Lost and Found by the office.

MEALS AT SCHOOL

All students must eat their lunch in the lunch room. A hot lunch program is available for all students. A nutritious breakfast will be available for purchase through St. Joseph School if families choose to participate. Students are not allowed to chew gum, have candy or snacks unless permitted by the teacher. Families may apply to receive free or reduced breakfast/lunch.

Breakfast Fee: \$1.85 Reduced: \$1.55 Adult \$2.85

Lunch Fee: \$3.60 Reduced: \$3.20 Adult: \$4.84

Milk: 50 cents

OFFICE HOURS

The school office is open from 7:30AM until 3:30PM. The school phone number is 920-499-9969.

PICTURES

Individual student pictures will be taken annually in fall. Saint Joseph School Inc. also prints a yearbook. Purchase of pictures and yearbook are optional. Photos, slides and videos of Saint Joseph School Inc students as well as examples of student work will be used at the discretion of the school staff for purposes of publicity, unless otherwise directed by the parent/guardian in writing.

PETS

Teachers may give permission for pets to be brought to school as part of a special program, providing that no student's health is endangered by this pet (allergies etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

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RECESS

Students are taken outdoors for recess and lunch hour when weather is appropriate for outdoor activities. It is the parent's responsibility to dress their child appropriately for cold weather. This means, mittens, hats, boots and warm jackets. As a general rule, students will remain indoors if the air temperature is 0 degrees or below or if the combination of air and wind result in a wind chill of 0 degrees or below. Parents/guardians should be aware of the weather conditions and dress students appropriately for the outdoors.

SCHOOL SUPPLIES

A list of supplies is provided in the summer prior to the new school year. Each teacher will furnish his/her students with an exact list of supplies needed for the semester or year. Teachers will inform the parents/guardians at the semester break as to any supplies that need to be replaced or replenished. Students are responsible for providing the required school supplies. The school supply list is posted on the school website.

SCRIP PROGRAM

The scrip program is a way to raise money without selling anything. Scrip certificates for participating retailers are purchased from Saint Joseph School Inc and utilized at the retailer in lieu of cash. A percentage of every dollar that you purchase in Scrip is retained by our school with no expense to you.

EXAMPLE: You purchase a scrip certificate for \$100 to Shell gas from Saint Joseph School Inc. and utilize the gas card at a Shell gas station. A percentage of the \$100 is given to the school.

Each retailer establishes the amount they will provide to the organization. Please see the scrip order sheet for specific amounts. It is highly encouraged that each family participate in this program. By purchasing weekly gas, groceries and other shopping expenses via scrip certificates money is easily raised without selling anything.

TELEPHONES

Faculty: Parents/guardians may call the school and leave a message for a teacher. If the call is an emergency, the call will be forwarded to the teacher. In non-emergency cases, the teacher will return your call when it is convenient. Teachers are in class from 7:50 to 2:50. The best times to reach teachers by phone: 7:30-7:45 or 2:50-3:30. Email communication is encouraged.

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Students: Only extremely important messages may be delivered to a student during school hours. Students will not be allowed to use the telephone unless it is an emergency. Permission to go to a friend's house, go to a game, etc. does not constitute an emergency. Such permission should be given before the student leaves for school in the morning.

Cell Phones: Cell phones must be silenced and may be kept in backpacks throughout the school day. Calls are not to be received or placed during school hours. In emergency cases parents should call the school office to reach their child. Texting is not permitted during the school day. If a student is caught using his/her cell phone during the day the phone will be taken away (1st offense) until the end of the day when the student may pick it up from the office. 2nd offense: The parent will be contacted to pick up the phone at the end of the day. 3rd offense: The student will be required to leave the phone at home.

TEXTBOOKS

All textbooks are the property of Saint Joseph School Inc. and are loaned to students. Textbooks represent a significant investment and should be covered. Students are responsible for any damage done through carelessness or neglect. A fine will be assessed for lost or damaged textbooks. At the end of the school year, all textbooks and workbooks must be returned to the school.

VISITORS

In order to provide a secure environment, all parents/guardians and visitors must sign in at the school office. A visitor pass will be issued after they have signed in.

Students who are picked up during the school day due to illness or an appointment will wait by the office for a parent/guardian or designated person to sign them out. This is to insure the safety of the students.

Parents who deliver items to school for their child should leave the item with the school secretary. Interruptions during class take away from effective teaching.

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VOLUNTEER PROGRAM

Volunteering at school is a vital contribution that parents need to take seriously. It is required that each family of a student in grades K-8 volunteers a minimum of 20 hours throughout the school year. Pre Kindergarten only families are expected to volunteer 10 hours per school year. There are many opportunities available. Please complete a volunteer slip to receive the appropriate credit. If the hours are not completed, a \$10 per hour charge will be assessed to tuition. Please have volunteer hours completed by April 30th of the school year.

We have many opportunities to volunteer, both in school and at home. Please talk with your child's teacher or contact the secretary if you have questions on ways that you can help out at school. Watch for requests in the family envelope as needs arise. We will be looking for many things to be done via volunteering as the school is independent and will need assistance throughout the school year.

Should additional family members work on your family's behalf, those hours may be designated toward your family's volunteer hours as well.

GENERAL POLICES AND REGULATIONS

ADMISSIONS

Children entering kindergarten are required to be five years old on or before September 1st. Children entering 3PK must be three years old before September 1st and be toilet trained.

All students should have a copy of a certified birth certificate on file as well as an updated immunization record.

Statement of Non-Discrimination:

Saint Joseph School Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Saint Joseph School Inc. does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, financial assistance and other programs administered by school.

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ATTENDANCE

School attendance is required under Wisconsin State Law (118.15). All students are expected to attend school daily and to be on time for classes and other required functions. Family vacations during the school year are strongly discouraged. We encourage parents/guardians to plan vacations when school is not in session. Generally accepted excuses for school absence without advance notification are: personal illness, family illness, death in the family.

Students absent for more than 1/5 of the 180 school days (36 days) may be considered for non-promotion depending on: reason for absences, student ability from test scores, report card grades, teacher(s) and administrator recommendations. Excessive absenteeism is considered a serious matter and interferes with the child's education process.

Absentee procedure:

Parent/guardian is expected to call the school office at 920-499-9969 between 7:00 a.m. and 7:50 a.m. to report a student absent. The student's name, grade and reason for absence must be given. If students are absent and a parent/guardian has not called in to give the reason, a phone call home will be made after 9:00 to check on the safety of the student.

The administrator and teacher(s) shall be notified in advance if absence is necessary due to a family commitment. It is the student's responsibility to complete any missed assignments.

Doctor/dentist appointments are expected to be scheduled outside of school hours. When this is not possible, students will be excused for these appointments. A written excuse must be turned into the office. Such appointments are an absence or a tardy depending on the amount of class time missed. If a student misses more than 1.5 hours, he/she will be considered absent for half day.

RELEASE FROM SCHOOL

Students may not leave the school grounds without the permission of the administrator.

Students who become ill or injured at school shall report to the school office. The office will notify the parent/guardian to make arrangements to pick up the student. In the event of a serious medical concern school personnel may contact emergency medical personnel.

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If anyone other than a parent is to meet the student, the office must be informed before the student is released. *Proof of identification is required.*

Tardiness

A student is tardy if he/she is not in the assigned area at 7:50 a.m. and when classes resume after recess or lunch. A tardy student is to check in at the office upon arrival to school and must have a tardy slip before he/she is allowed in the classroom.

Tardiness is not only an inconvenience to the office staff, it is a serious problem because it disrupts the entire classroom and interrupts learning. Chronic tardiness will result in the parents being notified by written letter and a copy placed in the child's file. At the elementary level, it is the parent's responsibility to see to it that their student arrives to school on time.

Technology

Students may bring their own computer device to use at school or use the school's computers. Devices may be used in classrooms with the permission of the classroom teacher. Use of personal devices is prohibited in bathrooms and locations which are private in nature. The school is not liable for damage or loss of a student's device. Technology and Email (grades 4-8) agreements must be on file prior to accessing the internet at St. Joseph School. The use of technology is a privilege, and any student abusing that privilege will no longer be allowed use of the internet or technology.

TUITION AND PAYMENT POLICY

Options:

3PK	Tuesdays and Thursdays	7:50-11:30	\$1,900
3PK	Monday through Friday	7:50-2:50	\$3,000
	*Tuition assistance is not available for three year old students.		
4K	Monday, Wednesday, Friday	7:50-11:30	\$1,900
4K	Monday through Friday	7:50-2:50	\$2,575
K-8	Monday through Friday	7:50-2:50	\$2,525

A tuition payment agreement must be signed for each family. Several payment options are available to help meet the needs of your family. Families are expected to adhere to the payment option that was chosen. If payments are missed, families will be contacted by the Board of Directors to make different financial arrangements. All financial issues will be handled in a confidential manner.

Each semester, parents/guardians will receive a tuition statement with updates on balance due and volunteer hours served to date.

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UNPAID TUITION

The Board of Directors of Saint Joseph School Inc. may terminate the enrollment of any student whose tuition is delinquent.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. Saint Joseph School Inc follows the Green Bay public school district cancellation policy. When the Green Bay School district cancels classes, Saint Joseph School Inc. will cancel classes. When weather conditions are questionable, please listen to the local radio or television stations for notification of school closing rather than calling the school.

In the unusual circumstance where school must be canceled during the school day, school personnel will refer to information provided by parents on an early dismissal procedure form. If there are storm warnings, we will ask the students who walk home to remain in the building until the danger has passed.

EMERGENCY INFORMATION

Every student is given an emergency card that is kept in the school office. A parent/guardian may indicate the names of persons (not more than three) to whom their child(ren) will be released. No other person will be given the right without the parent/guardian changing the form.

It is very important that the school has up to date address and phone information for the family. **Notify the school office immediately if you have a change of address or phone number during the school year.**

STUDENT MEDICATION POLICY

A medical consent form must be completed by the parent/guardian if a student is to take prescription or non-prescription medicine at school. If it is a prescription drug, a written order from the doctor and a signed medical consent form are necessary. Each child's medication is kept in separate zippered bag.

Any student who requires medication during the school day must inform the school office. All medication must be sent to school in the original container and will be kept in the office where it is dispensed according to the prescription. It is the responsibility of the parent/guardian to inform the office of any special medical conditions or needs of the student.

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STUDENT RECORDS

A student's official file is kept in the school office and contains the student's registration information, progress reports and/or public school report cards, attendance record, kindergarten screening and standardized test results. A parent/guardian wishing to review this file must give 24 hour notice by way of a written request and set an appointed time with the administrator to review the file.

The school abides by the provisions of the Buckley Amendment with respect of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CURRICULUM

Saint Joseph School Inc. follows the curriculum guidelines of the national and state Department of Public Instruction. Staff in-services evaluate curriculum on a regular basis. Our focus is to integrate the arts across the curriculum to ensure the success of each student.

RELIGIOUS INSTRUCTION

St. Joseph School teaches the Catholic faith. Religion is not only a subject to be discussed and studied but a total way of living our life the way Jesus taught. Prayer is an integral part of each day. Students plan and participate in liturgy once a week. Family members are invited and encouraged to participate in liturgy with the students. All grades K-8 will attend liturgy on Wednesdays. The pre-kindergarten students will have age appropriate prayer opportunities until they join the school for liturgy during second semester. School liturgy is held on Wednesdays at Nativity Parish at 8:00AM.

SACRAMENTS

The sacraments of First Eucharist and Reconciliation are received in most parishes during the second grade. Sacramental preparation must be completed with your local parish. Non-Catholic students will participate in religion class, prayer services and weekly Mass but will not participate in the reception of sacraments.

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FIELD TRIPS

Field trips broaden the educational experience of the students. Field trips are an extension of the classroom and this is highly supportive of the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the administrator before any preparations are made. **No student will participate in a field trip without a signed permission slip.**

ASSEMBLIES AND GUEST SPEAKERS

Assemblies are planned periodically for special events during the school year. Some typical assembly themes include cultural presentations, professional speakers and athletics. All guest speakers and visitors must be approved and arranged in consultation with the administrator and/or classroom teacher.

There is often a significant investment in time and money for an assembly program. Special attention to proper behavior and good manners is expected of all students.

ACADEMIC INFORMATION AND POLICIES

CONFERENCES

Mandatory parent/guardian and teacher conferences are scheduled at the end of the first quarter and are optional at the second quarter. These conferences encourage close communication between the teacher and the parent/guardian. It is a good opportunity to ask questions. Strategies will be planned for helping the student achieve the goals that are realistic and appropriate for the student.

Do not wait for a problem to develop to express a concern, seek advice, or ask for assistance. Teachers are available at school from 7:30-7:45 a.m. and 2:50-3:30 p.m. Call them to arrange a conference. Email communication between home and school is also encouraged.

A midterm report will be sent home in all subject areas in grades K-8. A teacher may contact a parent/guardian anytime during the school year by note or telephone to speak about a student's progress or accomplishments.

Promotions and retentions are based on each student's academic, physical, social and emotional growth and involve consultation with parent/guardian, teacher, administrator and any other personnel involved with the student.

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GRADING AND HOMEWORK

Grading:	100-99%	A+
	98-95%	A
	94-93%	A-
	92-91%	B+
	90-87%	B
	86-85%	B-
	84-83%	C+
	82-79%	C
	78-77%	C-
	76-75%	D+
	74-73%	D
	72-70%	D-
	69%-below	F

Students in all grade levels have homework. The amount and type of homework depends on the grade level. The average daily home study times are:

K & 1	10-20 minutes	2 & 3	30-45 minutes
4 & 5	45 min - 1 hour	6-8	1 to 2 hours

Homework does not necessarily mean written assignments. Reading and reviewing math facts, etc. provide extra practice on learned skills. A designated time and place should be set aside at home for study. Parents should supervise and work with the student.

Homework should not become a family struggle. If tension and tears become a regular event in your home, make an appointment with the teacher to discuss the situation.

Missing assignments due to illness will be made up at the teacher's discretion. However; it is the student's responsibility to find out about the assignments that were missed.

REPORT CARDS

Report cards are sent home at the end of each of four quarters of school. Letter grades are issued to students in grades 3-8. A grading scale consisting of S+, S, S- , U and P. Academic Marking Codes appear on Report Card progress reports.

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HONOR ROLL

Students in grades 6,7 and 8 have the opportunity to be recognized for their academic performance four times per year. Students who achieve a grade point average of 3.0-3.49 qualify for Honors. Students who achieve a grade point average of 3.5-4.0 qualify for High Honors.

The grade point averages are figured using a point value system. A=4, B=3, C=2, D=1 and F=0. The grades are weighted depending on how many times that particular class meets each week. Math meets 5 times a week but music meets only 2 times a week etc. So, if a student has received an A in math that translates to 20 points (grade(4) x number of times per week 5). If a student receives an A in music (4x2=8 points). Once the points are added up then it is divided by the total number of classes per week to achieve the quarter grade point average.

TESTING

Students in grades K-8 will take NWEA assessment tests twice during the year. This testing schedule complies with state statues regarding testing. Results are used to set goals for individual students and guide curriculum. Individual student results are shared with parents/guardians to determine relative strengths and weaknesses in academic ability.

Special testing is available through the public school system for students with special needs and concerns.

COMPUTER/INTERNET USE

The use of computers and the internet are encouraged and available within St. Joseph School to promote and enhance curriculum presented at all grade levels. Students will be monitored while doing research and practice on a variety of topics.

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Dress and Appearance Code

General

The purpose of the student dress and appearance code is to establish a respectful environment which focuses on learning. Consistent apparel minimizes competition while holding down the cost of school clothing. Parents/guardians are expected to support the school's enforcement of the Dress and Appearance Code, thus enforcing an environment best suited to the priority of learning.

The Dress and Appearance Code is strictly enforced. A parent/guardian will be notified if a student is not following the dress code. The student will not be able to return to class until he/she is dressed properly.

General Appearance

All students' hairstyles must be clean and appropriate. Extreme hairstyles are prohibited. No hair dyes or bleach allowed.

Boys' hair may be no longer than collar length in back, not below the ears on the sides and not below the eyebrow.

Girls' hair must not exceed the eyebrows or must be pulled back not to cover the eyes. Students are not permitted to wear make-up of any kind, or dangling earrings. Only post-type earrings (one per ear), rings and watches are acceptable. No body piercing or tattoos are allowed.

Unacceptable Dress Items

Any shoes that leave a mark on the floors are not acceptable (i.e. black bottoms).

Clogs, slip-on athletic shoes or flip-flops are not permitted. The students' safety is our first concern. Hats are not to be worn in school unless it is a special dress day.

Uniform Clothing

Clothes are to be neat, clean, proper fitting and appropriate for school. Dress code uniform clothing can be found at JC Penney, Sears, Lands End, French Toast, etc. No undergarments should be visible at any time with the exception of a T-shirt that may be visible at the neck of a polo shirt. T-shirts worn under the polo shirt should be of acceptable colors of white, navy or hunter green.

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Girls

Clothing Item	Acceptable Color	Details/restrictions
Jumpers	Navy blue or khaki	
Skirts/Skorts	Navy blue or khaki	
Pants	Navy blue or khaki	
Capris	Navy blue or khaki	
Walking length shorts	Navy blue or khaki	Can be worn April 15 - Oct. 15 except on Liturgy days
Polo Shirt	Solid white, solid navy, or Solid Hunter Green	No emblems, embroidery or embellishments
Collared blouse	Solid white, solid navy Solid Hunter Green	No emblems, embroidery or embellishments
Turtleneck	Solid white, solid navy or Solid Hunter Green	No emblems, embroidery or embellishments
Sweaters/Sweatshirts	Solid Navy blue Solid Hunter Green Solid White St. Joseph School	Must be worn over collared shirt or turtleneck. No hoodies.
Socks, knee-highs or tights	Navy Blue, White Hunter Green	Socks are required
Shoes	Brown, black or blue are preferred	No clogs, flip-flops, or open toed. Crocs are allowed w/ socks and back strap.
Athletic (gym) Shoes	Change of gym clothes for grades 3-8	Required for participation in Physical Education. No black marking soles.

Boys - a belt must be worn with clothing that has belt loops.

Clothing Item	Acceptable Color	Details/restrictions
Pants	Navy blue or khaki	
Walking length shorts	Navy blue or khaki	Can be worn April 15-Oct. 15 except on Liturgy days
Polo Shirt or Dress Shirt	Solid white, solid blue or Solid Hunter Green	No emblems, embroidery or embellishments
Turtleneck	Solid white, solid navy blue Solid Hunter Green	No emblems, embroidery or embellishments
Sweaters/Sweatshirts	Solid Navy blue Solid Hunter Green St. Joseph School	Must be worn over collared shirt or turtleneck. No hoodies.
Socks	Navy Blue White Hunter Green	Socks are required
Athletic (gym) Shoes	Change of clothes for grades 3-8	Required for participation in physical education. No black marking soles..

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STUDENT EXPECTATIONS

Students at Saint Joseph School Inc. like members of any community, have both rights and responsibilities. We, as administration, teachers and staff believe that discipline is both corrective and formative. In forming responsible students, the staff will teach skills of self-discipline as age appropriate. Christian behavior is expected from every student. Students are expected to abide by the three core values:

Respect

Responsibility

Honesty

Respect includes passing quietly through the halls. Showing special care for school property and other students' possessions is required.

Respect for others and treating them with kindness at all times. Students will use language in the classroom and on the playground that exemplifies the values of kindness and consideration.

Responsibility includes turning in work on time, keeping a neat and organized space, and arriving for school on time.

Honesty is shown by being truthful to staff and students. Students will give proper credit to sources when completing projects and written assignments.

MISCONDUCT AND DISCIPLINE

When a student has a behavior that is unbecoming of a Christian, the teacher may deal with the issue by asking the student(s) to write their version of the incident or have a conversation to determine what brought on the negative situation. The teacher will consider the matter and determine an appropriate disciplinary response. Teachers will work with students to correct behavior on a case by case basis. If the student continues to have behavior problems, the teacher will refer the issue to the administrator. The administrator will work with the student to correct the behavior. In certain situations, the parents will be notified of the behavioral concern and may be asked to meet with the teacher and or administrator.

Discipline for actions will be determined by the teacher. It may include but is not limited to: cleaning classrooms, written assignments, teacher assistance, staying after class or in school suspensions for more serious situations. Parents will be notified by the administrator if an in school suspension is deemed necessary.

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Misconduct includes but is not limited to:

- Disrespect shown to other persons, property or school property
- Tardiness
- Dishonesty - including lying, cheating and stealing
- Rebellion in attitude or action - example: outright disobedience in response to instructions or school rules
- Fighting - this includes striking in anger with intent to harm another, pushing, shoving, kicking, wrestling or throwing objects that are harmful or disruptive.
- Obscene or vulgar language spoken or written, including taking God's name in vain.

Serious Infractions

Serious infractions such as possession of drugs, alcohol, tobacco, or weapons or severe physical or moral misconduct could result in an immediate expulsion from school.

Expulsion

Saint Joseph School Inc. realizes that expelling a student is a very serious matter and will be dealt with on an individual basis. Forgiveness and restitution are fundamental to our total discipline policy. Should a student and his/her parents/guardian be unable to correct a student's behavior problems, the student could be expelled.

Parents/guardians will be notified immediately, in writing, if expulsion is being considered. The administrator, teacher and parents/guardians will review the consideration.

Lunchroom Behavior

The lunch period for students in preschool through grade one is from 11:30-12:55. Students in grades 2-8 will have their lunch period from 11:55-12:20. Students are expected to:

- Keep voice volume to a speaking tone
- Leave tables and chairs in proper order
- Properly dispose of lunch items
- Respond politely to lunch room and playground supervisors

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Playground Behavior

Consideration of others and fair play are habits that are strived for at Saint Joseph School Inc.

There is zero tolerance for bullying of any kind.

Food, drinks and homework are not allowed on the playground.
All school and church building roofs are off limits for playground balls.

In the winter, warm clothing including snow pants, mittens, boots, hats, and jackets, are to be worn for comfort and safety.

REGULATIONS

Tobacco products, Alcohol, Drugs - Students in possession of any of these are subject to expulsion.

Harassment - Any student found harassing other students or staff is subjected to discipline as described previously.

Vandalism/Stealing - Anyone found defacing or destroying school property is charged with the full cost of repairing the damage and appropriate discipline. Students who tamper with fire control equipment will be subject to discipline including possible expulsion and referral to police authorities. Students who vandalize property are subject to discipline, referral to police and restitution.

Possession of Weapons - Possession of weapons or instruments that can be used as weapons (e.g. guns, knives, chains) is not tolerated and can result in expulsion and referral to police authorities.

1990 Federal Government Gun Free School Zone Act: It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$500, imprisoned for not more than 5 years or both.

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STUDENT HEALTH CONCERNS

Child Abuse Laws

Saint Joseph School Inc. follows state law regarding the reporting of suspected child abuse. Section 48.981 of the Children's Code specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, the situation will immediately be reported to the county department of social services or the police.

Health Records

An immunization record is required upon registration. Saint Joseph School Inc. follows the state immunization requirements and immunizations must be kept current.

Individual Student Health

It is the responsibility of every parent to notify both the school office and the child's teacher if a student is allergic to any food source, bee sting etc. If a child has any additional health issue it is in the child's best interest to notify staff members of the issue and possible restrictions placed on the child.

STUDENT ACTIVITIES

Students will have the opportunity to participate in various activities at Saint Joseph School Inc.

- Choir
- Contests (posters, geography bee, essays etc.)
- Christmas program
- Spring Event (art fair or talent show)
- Scouts
- Athletics

Some activities are dependent upon enrollment figures and parental involvement.

Saint Joseph School Inc.

Procedure of Complaint

School meetings are held monthly from August through June, with the exception of December, and are regularly scheduled on the third Wednesday of the month. The site of the meeting is the school music room. A parent wishing to address the board must contact the principal at least one week in advance of a scheduled meeting. Complaints or concerns are addressed at the base level prior to addressing principal and board.

FINAL STATEMENT

Saint Joseph School Inc. reserves the right to interpret and take action on violations to the handbook. In individual circumstances, the school reserves the right to declare clothing, appearance and behavior unacceptable. The administrator with the St. Joseph School Board of Directors reserves the right to make changes to the handbook as needs arise. In addition, the administrator and/or Board of Directors may need to interpret the guidelines stated in the handbook in the best interest of all St. Joseph School students, staff and families.

We, at St. Joseph School exist in partnership with parents to provide the best possible education for your children.

Saint Joseph School Inc.

ACKNOWLEDGEMENT

The 2023-2024 St. Joseph School handbook has been read in its entirety and as the parent/guardian of said student, I understand the information and will help my child(ren) abide by the rules of Saint Joseph School Inc.

Parent/Guardian _____ Date _____

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

Please return this page to school as this will be kept in the student records and utilized as a reference if necessary.